



Facility Use Request Form

(For all uses other than Weddings)

Revised 5/29/09

Watkinsville First United Methodist Church

1331 New High Shoals Rd

Watkinsville, GA 30677

706-769-6088





Table of Contents

General Information	3
Instructions:	3
Our Mission Statement.....	3
Purpose.....	3
Church Contacts.....	3
Requestor Information and Contact(s)	4
Requesting Organization/Individual.....	4
Responsible Party (Required)	4
Contact Name (if different from Responsible Party)	4
Event Details.....	5
Kitchen Use Form	6
Room(s) Requested (See Floor Plan in Appendix):.....	7
Date(s) & Time(s) Requested.....	7
Recurring Events.....	7
Acknowledgement of Responsible Party.....	8
General Release and Indemnity Agreement	9
Appendix.....	12
Floor Plan	12
General Policies.....	13
Insurance Requirements.....	14
Responsible Party.....	14
Church Office Use Only	15
Pre-Approval Package Completion Checklist.....	15
Decision	15
Post-Approval Completion Checklist	15



General Information

Instructions: Before completing the package, check with Kathy Peacock to see if the date needed is available. Please return the entire completed package to **Kathy Peacock** in the Church Office. Retain a copy for your records.

Our Mission Statement: Our mission at Watkinsville First United Methodist Church is to focus intently on God, to help us and others grow as disciples of Jesus Christ, to serve others and to bring the Word of God to the lost and unchurched. We accomplish this by using our strengths of outstanding ministries for children, youth, music and through Christian education. By the grace of God, we can fulfill our mission by developing diverse worship experiences, promoting participation in small group activities, and committing to the Christian stewardship of our prayers, presence, gifts and service.

Purpose

God has blessed our Church with a beautiful facility. The members of Watkinsville First United Methodist Church (WFUMC) have the responsibility of serving as good stewards of the facility by ensuring its cleanliness, good condition and proper use.

We open our facilities to others and for programs that may supplement the ministry of the church. We also make our facilities available for community activities in order to provide a service to the community and to build bridges to all people.

Church Contacts

Primary Contact for Facility Use Requests:

Kathy Peacock – Administrative Assistant

Office Phone 706-769-6088

Office Fax 706-769-9729

Office Hours: Monday – Thursday 8:30 – 4:30

Requestor Information and Contact(s)

Requesting Organization/Individual

Organization / Indiv Name	
WFUMC Member?	<input type="radio"/> Yes <input type="radio"/> No
Street Address	
City, State, Zip Code	
Phone Number 1	
Phone Number 2	
Email Address	

Responsible Party (Required)

Responsible Party Name	
Title	
Street Address	
City, State, Zip Code	
Phone Number 1	
Phone Number 2	
Email Address	

Contact Name (if different from Responsible Party)

Contact Name (if different)	
Street Address	
City, State, Zip Code	
Phone Number 1	
Phone Number 2	
Email Address	



Event Details

Please describe the event:

Number of Attendees (Total)	
Any children under 18 yrs old?	<input type="radio"/> Yes <input type="radio"/> No
How many children under 18?	
2 adults per room supervising children? (Required)	<input type="radio"/> Yes <input type="radio"/> No
Child Supervisor 1 Name	
Child Supervisor 2 Name	
Child Supervisor 3 Name	
Child Supervisor 4 Name	
Child Supervisor 5 Name	
Child Supervisor 6 Name	
Kitchen to be used? (Requires Form)	<input type="radio"/> Yes <input type="radio"/> No



Kitchen Use Form

Please specify needs:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Serving Counter | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Stove/Oven* | <input type="checkbox"/> Ice Machine |

*Due to the age of the stove/oven, we need to go over operation procedures with you before use. Use of the stove/oven without notification on this form and operational review with a Church staff member is prohibited due to safety issues.

Kitchen Use Reminders:

The Church does not provide food/drink items, paper products, or eating utensils. Anyone using the kitchen and/or fellowship hall is responsible for supplying these items and removing them after the event. (One exception: we have plenty of ice in the icemaker). Please never unplug the icemaker!

The use of red-colored drinks is discouraged in the carpeted area of the Fellowship Hall.



Room(s) Requested (See Floor Plan in Appendix):

- | | |
|--|--|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Bible Blast Assembly Room |
| <input type="checkbox"/> Seekers Classroom | <input type="checkbox"/> Discovery Classroom |
| <input type="checkbox"/> Progressive Classroom | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Date(s) & Time(s) Requested

Date 1:	From:	am/pm	To:	am/pm
Date 2:	From:	am/pm	To:	am/pm
Date 3:	From:	am/pm	To:	am/pm
Date 4:	From:	am/pm	To:	am/pm
Date 5:	From:	am/pm	To:	am/pm
Date 6:	From:	am/pm	To:	am/pm

Recurring Events

Event will occur every:

1 st 2 nd 3 rd 4 th Sunday	From:	am/pm	To:	am/pm
1 st 2 nd 3 rd 4 th Monday	From:	am/pm	To:	am/pm
1 st 2 nd 3 rd 4 th Tuesday	From:	am/pm	To:	am/pm
1 st 2 nd 3 rd 4 th Wednesday	From:	am/pm	To:	am/pm
1 st 2 nd 3 rd 4 th Thursday	From:	am/pm	To:	am/pm
1 st 2 nd 3 rd 4 th Friday	From:	am/pm	To:	am/pm
1 st 2 nd 3 rd 4 th Saturday	From:	am/pm	To:	am/pm



Acknowledgement of Responsible Party

By completing and signing this form I understand and agree to follow usage policies set out or referred to herein and to leave the facilities used in the original condition found. I further agree that I and the organization on whose behalf this request is made will be liable for the replacement cost of property damaged or destroyed during the time of use. I further agree to pay all fees charged, if any, in advance of the event.

Organization Name

Responsible Party Name

Signature of Responsible Party

Date



General Release and Indemnity Agreement

WHEREAS Watkinsville First United Methodist Church (hereafter referred to as “WFUMC”) has agreed to allow _____ a non-exclusive usage (being, however, revocable at any time and for any reason by WFUMC) for the (sole) purpose of _____ (and for no other purpose), and;

Whereas the Parties understand and agree that WFUMC neither makes nor has Made any representation, guarantee or warrantee as to such property’s safety, condition or fitness, and;

Whereas such allowed usage is absolutely contingent upon WFUMC being indemnified from any and all liability of any nature associated with the granting of such usage;

Therefore it is further agreed as follows:

FOR VALUE RECEIVED and the mutual benefits flowing between the parties hereto, the undersigned as the duly authorized and empowered agent and legal representative of _____ (hereafter referred to as “the Organization”), and all members of the Organization who avail themselves of the usage of the property or premises of Watkinsville First United Methodist Church, individually, and on behalf of any and all members of said Organization (collectively referred to as “Indemnitors”), agrees to indemnify, save and hold harmless WFUMC as well as all members, Board members, Trustees, employees, agents and representatives of WFUMC and their successors and assigns, from any claim of liability, loss, damage (of any nature whatsoever) or suit arising from the usage _____ **(Initials of Responsible Party)**



of the premises of property of WFUMC and/or any other asset of WFUMC, including but not limited to, usage of vehicles (whether owned or otherwise lawfully used or possessed by said WFUMC), and usage of any equipment or furnishings of WFUMC.

In the event of any asserted claim, the Indemnitees shall provide the undersigned written notice of same, and thereafter the undersigned shall at its own expense defend, protect, save and hold harmless Indemnitees against said claim or any loss or liability there under.

In the further event the undersigned, (as well as the Organization, and those members of the Organization who use any of the property or other assets herein described, all being hereby bound by the undersigned) shall fail to so defend and/or indemnify, save and hold harmless, then in such instance the Indemnitees shall have full rights to defend, pay or settle said claim on their (the "Indemnitors") behalf without notice to the undersigned and with full rights to recourse against the undersigned (and those bound herein by the undersigned) for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

Upon default, the undersigned (and those bound herein by the undersigned) further agree to pay all reasonable attorneys' fees necessary to enforce this agreement.

This agreement as it pertains to indemnification (only) shall be unlimited as to duration.

By execution hereof, the undersigned represents that he/she has full and complete authority to bind both himself/herself, THE ORGANIZATION, AS WELL AS ALL MEMBERS OF SAID ORGANIZATION who utilize such above described assets and properties of WFUMC.

_____ **(Initials of Responsible Party)**



This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

This the _____ day of _____, 200__.

EXECUTED INDIVIDUALLY AND ON BEHALF OF THE ORGANIZATION & ITS MEMBERS:

BY: _____

(Printed Name) _____

(Title) _____

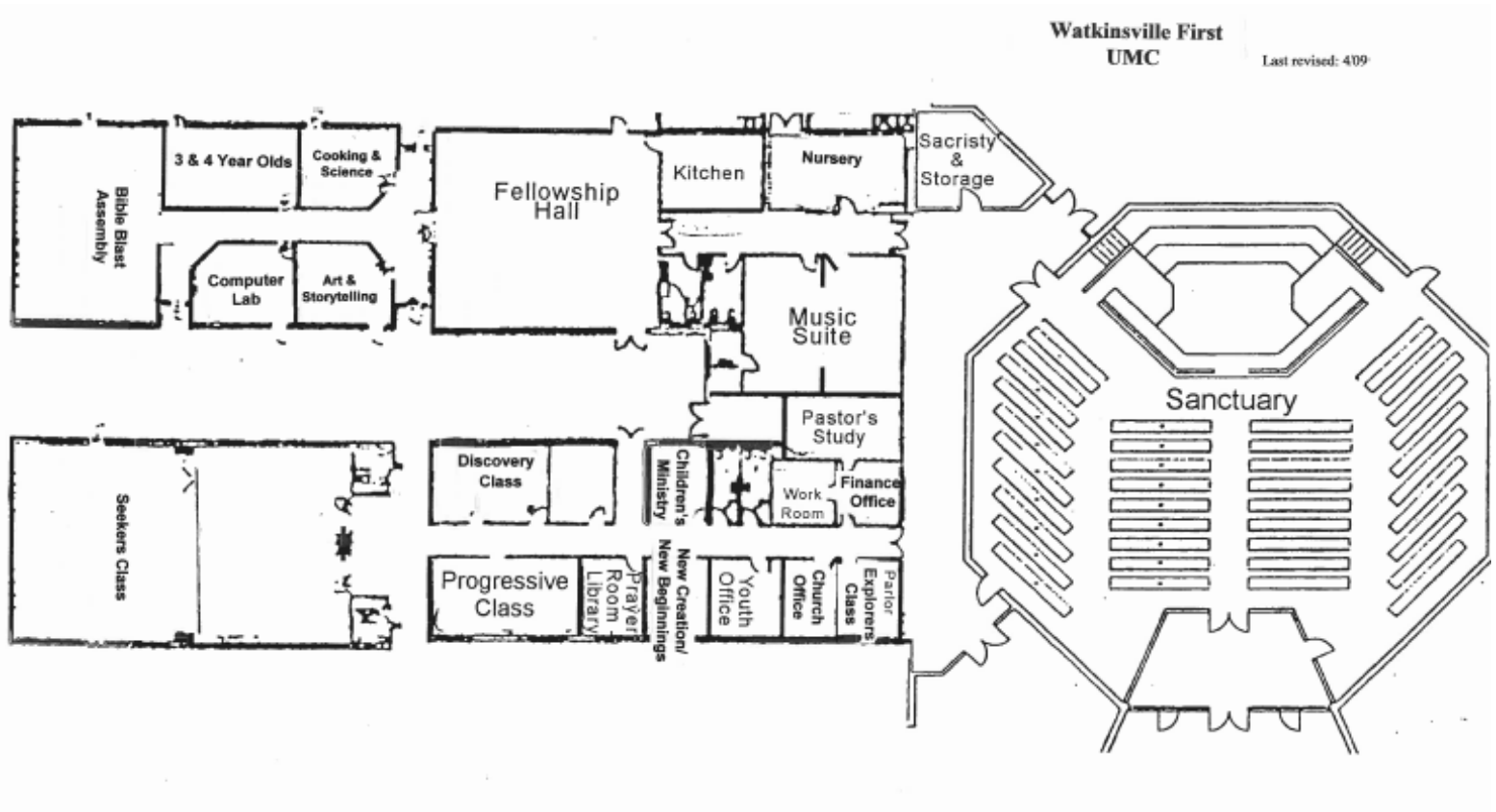
Witness _____

(Printed Name) _____



Appendix

Floor Plan





General Policies

1. Requests for use of facilities and equipment must be in writing on an application provided in this package and submitted to the Church office at least 30 days prior to the planned event. This allows time for your request to be considered, approved and entered on the Church calendar. (Exceptions are considered based on availability). Submit your request to **Kathy Peacock** in the Church office.
2. Use of facilities is subject to approval by the WFUMC Board of Trustees.
3. The Board of Trustees reserves the right, at its sole discretion, to refuse a group's request for facility use.
4. All approvals must go through the approved process and be confirmed on the official Church calendar.
5. Upon receipt of a completed request form, the Church Administrative Assistant will present the request for approval to the Board of Trustees.
6. Scheduled meetings of the Church are given priority. Should a conflict arise with an unscheduled or unexpected Church event, the Board reserves the right to deny the request or ask the requestor to consider rescheduling to accommodate the Church event.
7. The facilities are primarily for service to the Church and community and generally not available to outside groups for fund-raising events, commercial activities or political events.
8. Church vehicles are not available for use for non-church activities.
9. No events will be approved which exceed the stated capacity of the facilities.
10. Smoking and use of tobacco is prohibited in all church buildings.
11. No Gambling, illegal substances, or alcohol will be permitted on Church property.
12. Activities that conflict with the moral and doctrinal position of the Church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on Church property.
13. Children under the age of 18 shall be under adult supervision at all times and must remain within the approved area of use. Two supervising adults over the age of 18 are required per room containing children under the age of 18.
14. When children are present, the door to the room being used must either have a glass window or must be left open while occupied by the children and supervising adults.
15. No children under the age of 18 are permitted to operate any equipment without adult supervision.
16. Multiple groups may be using the facilities at the same time, please be respectful of other groups.
17. The facilities must be left in the condition found, cleaned up with garbage removed in appropriate bags and placed in the dumpster. A cleaning fee will be charged when there is inadequate clean up after an event.
18. Equipment and furnishings should not be removed from the assigned rooms without prior approved and should be returned to their proper places after use.
19. If using the kitchen, please complete the Kitchen Use Form. Before use of the stove/oven please have one of the staff go over operation with you. Food is to be kept in designated areas.



20. Accidents and injuries affecting persons or property must be reported in writing by the Responsible Party to the Church office no later than the next business day.
21. Damage to the Church property resulting from individual or group activities is the responsibility of the *Responsible Party*.
22. Only approved parties will be allowed on Church property (including parking lots).
23. Fees are set by the Board of Trustees and may not be waived or reduced without Board approval.
24. Decorations may not be affixed to the walls unless they are easily removable without damage to the walls. (Example: No tape that would pull off paint, or staples/pins that would leave holes in the walls).

Insurance Requirements

When required, and at the discretion of the Board of Trustees, a Certificate of Insurance must be provided to the Church naming Watkinsville First United

Methodist Church as an “Additional Insured”. Before using Church property, the approved group/individual must pay for a liability policy insuring Watkinsville First United Methodist Church and the user with limits not less than \$500,000 for any one person, \$1,000,000 for more than one person in any one accident and \$100,000 for property damage.

Responsible Party

This request must be completed and signed by the person who is the responsible party and/or a duly elected constituted member of the organization desiring to use the facilities. The responsible party must be authorized to make the application on behalf of the organization and/or group and the individual members thereof.

The responsible party must also complete and sign the Release of Liability Form included in this packet.



Church Office Use Only

Pre-Approval Package Completion Checklist

- All Forms Complete with Signature of Responsible Party Yes No
- Is Date of Request Available on Church Calendar? Yes No
- Number of Attendees allowable based on maximum capacity Yes No
- Release/Indemnity Form signed by Responsible Party Yes No

Decision

- Event is Approved Declined
- Certificate of Insurance Required? Yes No
- Fees to be charged N/A \$_____

Date of Approval _____

Approved on behalf of the Board of Trustees by:

Name of Approver 1

Name of Approver 2

Signature of Approver 1

Signature of Approver 2

Post-Approval Completion Checklist

- Certificate of Insurance (with WFUMC named) received Yes No N/A
- Fees Due in the amount of: \$_____ Paid in full on _____
- Approval Confirmation sent to Requestor Yes No